



# City of Blue Lake

## Parks and Recreation Director

### **Definition:**

Under the direct or general direction of the City Manager, the Parks and Recreation Director plans, organizes, promotes, directs, supervises and evaluates a wide variety of recreation and leisure programming for community residents of all ages; coordinates and manages facility and program schedules; supervises part-time and seasonal employees and volunteers, and performs all other related duties as assigned.

### **POSITION CHARACTERISTICS**

This is the division head classification in the Parks and Recreation series that performs the full range of duties required to ensure that City programs, infrastructure, systems and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include planning, organizing, supervising, reviewing and evaluating the work of parks and recreation staff. Incumbent is expected to independently perform the full range of parks and recreation duties, including supervisory, budgetary and reporting responsibilities.

### **EXAMPLES OF DUTIES:**

- Implements City of Blue Lake policies, procedures, rules and regulations;
- Recommends, plans, organizes, implements, administers and manages a wide variety of recreation and leisure programs, including responsibility for budget development and control, staffing and personnel supervision, program promotion, scheduling and program evaluation;
- Determines program staffing needs and schedules; recruits, hires, and trains a wide variety of part-time, seasonal, and volunteer personnel; develops written policies and procedures for recreation staff; conducts training sessions and staff meetings; implements disciplinary action as appropriate; may substitute for absent staff when required;
- Works with a wide variety of community organizations and groups to determine community needs related to recreation and leisure programming, and to develop and coordinate community support efforts, including the promotion of financial and/or volunteer support for recreation activities;
- Works directly with the Parks and Recreation Commission on the development, review and promotion of City recreation programs and facilities; works with the commission to

develop annual work plans and capital fundraising campaigns; prepares and disseminates information to the City Council, commission and the public, including written and oral presentations;

- Works with the other City departments and the general public in the planning, scheduling and implementation of a wide variety of special events, meetings, sports tournaments and/or other activities involving the use of City facilities; develops promotional materials to encourage community use of City recreational facilities;
- Develops, recommends, and administers program budgets; develops and monitors financial tracking systems related to both expenditures and income; purchases supplies and equipment in accordance with City policies and budgetary goals; prepares a variety of fiscal reports for review by higher management;
- Develops and disseminates a wide variety of flyers, brochures, schedules, letters, and other written materials designed to publicize and promote the City's recreational and leisure activities to the community; may work with the City Manager, City Council and Parks and Recreation Commission to develop promotional materials and strategies;
- Researches potential sources of funding for recreational programming; writes grant proposals and manages and administers grant funding; prepares reports for grantors on program activities and fiscal activities related to grants; develops and implements community fundraising efforts;
- Monitors recreation facilities for needed repairs and/or maintenance/improvements, and coordinates such work with the Public Works Department; makes routine checks of recreation facilities to insure the safety and cleanliness of the facilities;
- Responds to a wide variety of requests from the public for information and/or assistance; registers program participants, responds to complaints from program participants and the general public;
- Works with the City's risk management group to maintain compliance standards and to insure that facilities and programs are meeting identified requirements, etc.... and
- Collects and reconciles weekly deposits and completes transaction reports; and
- Performs all other related duties as assigned

## **REQUIREMENTS:**

**Knowledge of:** Principles, practices and methods of recreational and leisure programming on a community wide basis; various recreational activities, including organized sports, appropriate for different age groups; principles and practices of program development and promotion; principles

and practices of budget development and administration; financial record keeping systems; potential sources of funding for recreational programming, including knowledge of grant writing principles and techniques; the principles, practices and methods of employee hiring, training and supervision, and standard computer software programs used in a business environment.

**Knowledge of:** Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.

**Knowledge of:** Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.

**Knowledge of:** Applicable Federal, State and local laws, codes and regulations concerning the operation of public facilities.

**Skill in:** Planning, scheduling, staffing and managing a wide variety of recreational and leisure programs for community residents of all age groups; training and supervising staff; analyzing problems, determining options, and recommending effective solutions; reading, understanding, interpreting and applying a wide variety of written documents, including City ordinances and resolutions; financial analysis and record keeping; preparation of written materials, including letters, brochures, program schedules, reports on program activities, participation and cost analysis, flyers, grant applications, staff manuals, and handbooks; program evaluation; the use of personal computers and a wide variety of business software applications; and establishing and maintaining effective working relationships with co-workers, other City staff, and the general public.

### **PHYSICAL & OTHER DEMANDS:**

Must possess a valid California Driver's License; must be certified in First Aid and C.P.R.; must be willing to work evening and/or weekends as necessary; and must be able to handle the physical aspects of the job, including the ability to stoop and reach, lift and carry items weighing up to 40 pounds. Must be fingerprinted and background checked and cleared prior to hire.

### **EDUCATION, EXPERIENCE AND TRAINING:**

Bachelor's Degree, or higher, in recreation administration or a related field, and at least two years of experience in the planning and supervision of community recreational programming.

### **STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.